

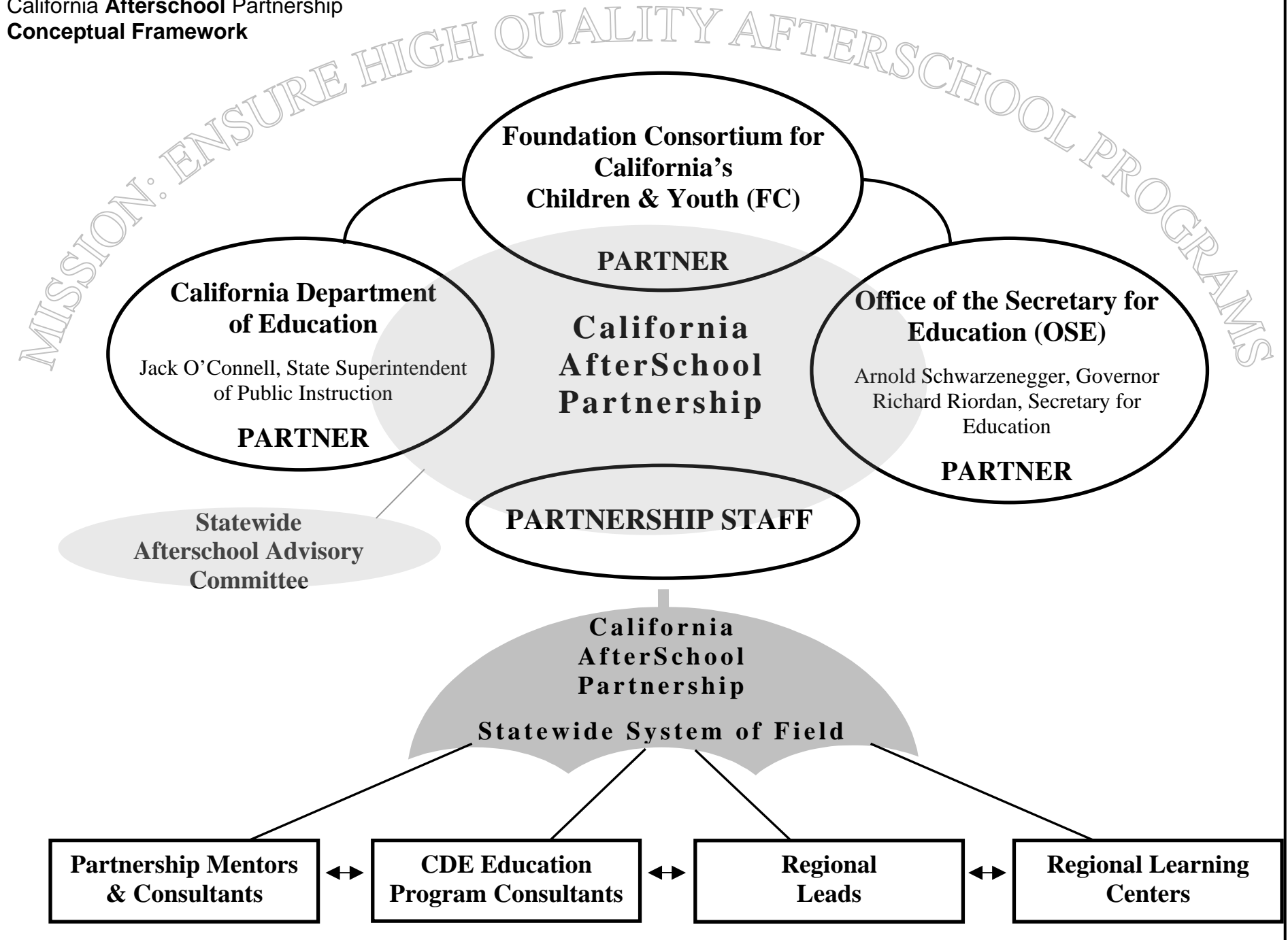
Web Site Resources

The following resources are available through the California Department of Education (CDE) Web site at <http://www.cde.ca.gov/ls/ba/>.

- Grant Awards for California's 21st Century Community Learning Centers Program (serving elementary and/or middle schools)
- Grant Awards for California 21st Century High School After School Safety and Enrichment for Teens (ASSETs) Program
- 2003-04 version, RFA for 21st CCLC for elementary and/or middle schools
- 2003-04 version, RFA for 21st CCLC for High School
- California AfterSchool Partnership and After School Advisory Committee resources, program support, and materials are available at <http://www.californiaafterschoolpartnership.org>. (This link is also available at the CDE Web site listed above.)

To request copies of any of the resources or publications available under the "Resources" button on the California AfterSchool Partnership Web site, please e-mail the CDE at afterschool@cde.ca.gov.

California **Afterschool** Partnership
Conceptual Framework



California AfterSchool Partnership

Partners

- **California Department of Education (CDE)**

Senior Partner – Wade Brynerson, Assistant Superintendent, Learning Support and Partnerships Division

Managing Partner – Pat Rainey, Administrator, After School Partnerships Office

CDE Education Program Consultants

- **Foundation Consortium for California's Children & Youth**

Senior Partner – Judith Chynoweth, Executive Director

Managing Partner – Lindsay Callahan, Program Manager

- **Governor's Office of the Secretary for Education**

Senior Partner – Hanna Skandera, Assistant Secretary for Elementary and Secondary Education

Managing Partner – Jordan Brandman, Senior Policy Analyst

- **Governor's Liaison for Afterschool – Gary Moody**

- **Statewide System of Field Support**

The Partnership's statewide system of field support consists of four branches:

- ◆ CDE Education Program Consultants
- ◆ Regional Leads
- ◆ Partnership Mentors and Consultants
- ◆ Regional Learning Centers

California Department of Education
After School Partnerships Office
1430 N Street, Suite 6408
Sacramento, CA 95814
Attention: Norma Munroe
FAX: 916-319-0221

E-mail address: _____

Date _____

Web Standards for Contractors and Vendors

The standards for web content developed for the CDE by a contractor or vendor includes, but is not limited to, the following requirements. The CDE Technology Services Division (TSD) can supply the contractor or vendor with specific standards and requirements, when requested. TSD's Web Team can be contacted at tsdweb@cde.ca.gov for further details.

Review and approval process

All content, graphics, and logos intended for the Web must be reviewed and approved according to the approval process set in the CDE Administrative Manual (DEAM), Section 3800. No web material provided by CDE shall be posted to any site without prior approval.

Any development of Requests for Proposals, Requests for Awards, or Requests for Data must be reviewed by CDE's Funding Master Plan Team and must meet specific guidelines and naming conventions.

Accessibility

All web material must be fully accessible as required by Section 508 of the federal Rehabilitation Act and must meet W3C validity checks.

PDF documents must be created in Adobe Acrobat 6 or above (CDE's current standard is 6), optimized, and converted to fast read, bookmarks when necessary, links within PDF active.

Text alternatives must be offered for visual and auditory presentations.

Fonts, Colors, and Tables

Contact TSD for specific details regarding fonts, colors and table requirements.

Cascading Style Sheets

The CDE utilizes Cascading Style Sheet (CSS) and the latest version of HTML for all Web development. Contact TSD for the latest adopted CSS version and requirements regarding HTML development.

Metadata

Keywords and page descriptions must be present and appropriate for the content. Additionally, <title> tag must match the page title.

Naming Conventions

Contact TSD for specific details regarding naming convention requirements.

Miscellaneous

If the Web material is intended for CDE's Web site, the following are additional requirements that must be adhered to:

PowerPoint presentations must not be saved as HTML. Instead they must be posted to the site as a .ppt file with a link to a downloadable PowerPoint reader.

Static web pages must reside on CDE's Web site using specific, pre-defined templates.

If Web applications are implemented on CDE's Web site, specific templates must be used with the "includes" statements. Technology Services Division can supply the specific header and footer programming requirements.

Design Standards for Operational Databases

California Department of Education's Technology Services Division requires databases to follow the following rules:

Database Design Rules

1. Operational databases must be designed according to the rules of normalization. Third normal form is the goal in most cases.
2. Going beyond 3NF must be weighed carefully as it could result in performance penalties.
3. A database may be de-normalized to improve performance, but only as a last resort. De-normalization must be avoided as much as possible.
4. Database design models must be created and maintained through standard modeling software. The current standard is ERwin.
5. Good descriptive information must be maintained for all tables and columns.
6. Datatypes must be consistent within a database and, as much as possible, across other databases. For example, school code should be CHAR(7) in all databases, not CHAR(7) in some and CHAR(8) in others.
7. Care should be given to assigning appropriate datatypes. For example, phone numbers don't need to be VARCHAR(50), and Y/N indicator columns don't need to be anything other than CHAR(1).
8. Columns should be designed to contain atomic values only. For example, instead of PrincipalName, create PrincipalFirstName, PrincipalMiddleName, and PrincipalLastName. It's easier to concatenate columns on-the-fly than it is to break them up.
9. Database access by applications shall be performed through stored procedures and views to minimize the impact of change and for potential performance improvements.
10. Tables must be created with the owner name of dbo. Tables with an owner name other than dbo will not be allowed on a production server.

Syntax Rules

1. Database names:
 - A. Should be as short as possible (acronyms are best).
 - B. Only letters and, in rare cases, numbers are permitted.

- C. Use the minimum number of words that adequately identify the database.
- D. Abbreviations are acceptable.
- E. Mixed case should be used to separate words and to improve readability.
- F. Underscores are not allowed.
- G. Development and test databases should be prefixed with the production database name and suffixed with an environment qualifier, such as Dev or Test.

2. Table names:

- A. Should be as short as possible.
- B. Only letters and, in rare cases, numbers are permitted.
- C. Use the minimum number of words that adequately identify the table.
- D. Abbreviations are not allowed, but standard acronyms are.
- E. Mixed case should be used to separate words and to improve readability (SchoolAddress).
- F. Underscores are not allowed.
- G. Plural words are not permitted.
- H. Possessive forms of words are not permitted (SchoolsPersonnel).
- I. Prepositions (e.g., at, by, for, from, in, of, to) are not permitted unless required for clarity.
- J. Articles (e.g., a, an, the, etc.) are not permitted.
- K. Conjunctions (e.g., and, or, but) are not permitted.
- L. Verbs should be avoided.
- M. Care must be taken to avoid one-word names, especially names that could ultimately be DBMS-reserved words, such as State, Counter, Title, etc.

3. Column names:

- A. Should be as short as possible.
- B. Only letters and, in rare cases, numbers are permitted.
- C. Use the minimum number of words that adequately identify the column.
- D. Abbreviations are not allowed, except for these standard qualifiers at the end of a name:
 - ID - an identifying value, typically a primary key column.

- Lu – a foreign key to a lookup table.
 - YN – an indicator column containing either Y or N.
- E. Standard acronyms are allowed.
- F. Mixed case should be used to separate words and to improve readability (SchoolName).
- G. Underscores are not allowed.
- H. Plural words are not permitted.
- I. Possessive forms of words are not permitted (SchoolsPersonnel).
- J. Prepositions (e.g., at, by, for, from, in, of, to) are not permitted unless required for clarity.
- K. Articles (e.g., a, an, the, etc.) are not permitted.
- L. Conjunctions (e.g., and, or, but) are not permitted.
- M. Verbs should be avoided.
- N. Care must be taken to avoid one-word names, especially names that could ultimately be DBMS-reserved words, such as State, Counter, Title, etc.

Semantic Rules

1. Names must be clear, accurate, and self-explanatory.
2. Names must not express multiple concepts, either implicitly or explicitly.
3. Names must be consistent in their use of words. For example, don't use DateAdded for one column and EffectiveDate for another.

Last updated: 7/18/2002 6:13 PM

STATE OF CALIFORNIA

NONDISCRIMINATION COMPLIANCE STATEMENT

STD. 19 (REV.3-95)

COMPANY NAME

The company named above (hereinafter referred to as "prospective contractor") hereby certifies, unless specifically exempted, compliance with Government Code Section 12990 (a-f) and California Code of Regulations, Title 2, Division 4, Chapter 5 in matters relating to reporting requirements and the development, implementation and maintenance of a Nondiscrimination Program. Prospective contractor agrees not to unlawfully discriminate, harass or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, disability (including HIV and AIDS), medical condition (cancer), age, marital status, denial of family and medical care leave and denial of pregnancy disability leave.

CERTIFICATION

I, the official named below, hereby swear that I am duly authorized to legally bind the prospective contractor to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

OFFICIAL'S NAME

DATE EXECUTED

EXECUTED IN THE COUNTY OF

PROSPECTIVE CONTRACTOR'S SIGNATURE

PROSPECTIVE CONTRACTOR'S TITLE

PROSPECTIVE CONTRACTOR'S LEGAL BUSINESS NAME

Small Business Preference Sheet

NOTICE TO ALL BIDDERS: Section 14835, et seq. of the California Government Code requires that a five percent (5%) preference be given to all bidders who qualify as a small business. The rules and regulations of this law, including the definition of a small business for the delivery of services, are contained in Title 2, California Code of Regulations, Section 1896, et seq. A copy of the regulations is available upon request. To claim the small business preference, which may not exceed \$50,000 for any bid, your firm must have its principal place of business located in California, have a complete application (including proof of annual receipts) on file with the State Office of Small Business and DVBE Certification (OSDC) by 5:00 p.m. on the date bids are opened, and be verified by such office. Questions regarding the preference approval process should be directed to the OSDC (916) 375-4400.

Are you claiming preference as a small business?

_____ YES

_____ No

Company Name: _____

Signature: _____ Date: _____

If you are claiming the preference, you MUST attach a copy of your certification letter from OSDC.

If you have applied and not yet been formally certified, include the date of application.

Date Applied (if not yet certified): _____

STATE OF CALIFORNIA

DRUG-FREE WORKPLACE CERTIFICATION

STD.21

COMPANY/ORGANIZATION NAME

The contractor or grant recipient named above hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above named contractor or grant recipient will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
 - (a) The dangers of drug abuse in the workplace,
 - (b) The person's or organization's policy of maintaining a drug-free workplace,
 - (c) Any available counseling, rehabilitation and employee assistance programs, and
 - (d) Penalties that may be imposed upon employees for drug abuse violations.
3. Provide as required by Government Code Section 8355(c), that every employee who works on the proposed contract or grant:
 - (a) Will receive a copy of the company's drug-free policy statement, and
 - (b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.

CERTIFICATION

I, the official named below, hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this certification, executed on the date and county below, is made under the penalty of perjury under the laws of the State of California.

OFFICIAL'S NAME

DATE EXECUTED

EXECUTED IN THE COUNTY OF

CONTRACTOR or GRANT RECIPIENT SIGNATURE

TITLE

FEDERAL I.D. NUMBER

Travel and Per Diem Limitations

**A summary of the State of California Short-term Travel Expense Reimbursement Program
Administered by the Department of Personnel Administration**

Rates, time frames, and requirements in this pamphlet are applicable to all represented and excluded employees. Additional details applicable to the travel reimbursement program may be found in the Bargaining Agreements and Department of Personnel Administration (DPA) rules for excluded employees, and in our department policies and procedures.

Conditions of Travel

Each state agency determines the necessity for and the method of employee business travel. Effective 1/1/92, reimbursement shall not be made for meal and lodging expenses incurred within 50 miles of home or headquarters. Authority to approve exceptions was delegated to appointing powers as follows: to approve meals and/or lodging for employees *on travel status* away from, but within 50 miles of home or headquarters. Delegation does not extend to the approval of meals or lodging at either the home or headquarters location.

Lodging Reimbursement Rates – In-State

Applicable when state business requires an overnight stay and the employee uses a good, moderately priced commercial lodging establishment (hotel, motel, bed and breakfast, or public campground) that caters to the short-term traveler, and for day trips of less than 24 hours.

Lodging Reimbursement - (receipt required)

Statewide, except as below* up to \$84.00 + tax

*Counties of Los Angeles and San Diego up to \$110.00 + tax

*Alameda, San Francisco, San Mateo, and Santa Clara up to \$140.00 + tax

Note: Get a confirmation number when you make your reservations and use it when you check in. Travelers who do not provide a lodging receipt are eligible to claim meals/incidentals only as appropriate to the time frames of travel (see below for rates and time frames).

Mileage Reimbursement Rates

All privately owned vehicle mileage driven on State business is subject to advanced approval by the appointing authority. The rate claimed shall be considered full reimbursement for all costs related to the operation and maintenance of the vehicle, including both liability and comprehensive insurance.

Automobile	34 cents per mile
Spec. veh. w/cert up to	37 cents per mile
Private aircraft up to	50 cents per mile
Bicycle up to	4 cents per mile

If dropped off and picked up at a common carrier and no parking expense is claimed, mileage to and from the common carrier may be claimed at the above appropriate rate times twice the number of miles you actually occupy the vehicle (pays for each round trip).

Meals and Incidentals- (each 24 hour period)

Breakfast:	<u>actual expense up to</u>	\$6.00
Lunch:	<u>actual expense up to</u>	\$10.00
Dinner:	<u>actual expense up to</u>	\$18.00
Incidentals:	<u>actual expense up to</u>	\$6.00

Note: **YOU** must retain all meal receipts for audit by the state or the IRS.

Timeframes

First Day (Trip of More Than 24 Hours):

Trip begins at or after 8 a.m.: may claim breakfast

Trip begins at or after 2 p.m.: may claim lunch

Trip begins at or after 7 p.m.: may claim dinner

Fractional Day (After 24 Hours of Travel):

Trip ends at or after 8 a.m.: may claim breakfast

Trip ends at or after 2 p.m.: may claim lunch

Trip ends at or after 7 p.m.: may claim dinner

Fractional Day (Trip of Less Than 24 Hours of Travel):

Trip must begin at or before 6 a.m. AND end at or after 9 a.m. in order to claim breakfast

Trip must begin at or before 4 p.m. AND end at or after 7 p.m. in order to claim dinner

No lunch or incidentals may be claimed.

If there is no overnight stay, these meals are taxable.

Note: Full meals included in airfare, hotel and conference fees, or otherwise provided may not also be claimed for reimbursement. The same meal may not be claimed more than once on any date. Continental breakfast of rolls, coffee, and juice are not considered full meals.

Conferences/Conventions (Rooms that are contracted by the sponsors for the event)

- State sponsored:
Appointing power delegated to approve lodging with receipt: up to \$110.00 + tax
- Non-state sponsored:
Appointing power delegated to approve lodging with receipt up to the rate contracted for the event

Out-of-State Travel

Lodging with receipt: actual expense (subject to department approval)

Meals/incidentals: same rates/requirements as in-state reimbursement

Out-of-Country Travel

Lodging with receipt: actual expense (subject to department approval)

Meals/incidentals: as published by the U.S. Government for dates and places traveled

Receipts/Travel Agency/Liaison/Miscellaneous:

Receipts are required for each item for expense for street car, ferry fares, bridge and road tolls, local transit, taxi, shuttle, or hotel bus, and parking over \$10, business phone calls over \$5.00, all gas for rental cars and all lodging, regardless of amount.

Keep all receipts until your claim is filed and paid. You are responsible for your own travel arrangements and your own claim. All travel and business expenses are to be incurred as a result of conducting state business, and are subject to review/verification by the approval authority. Be sure your claim form is complete, submitted timely, with all supporting documents, and IN DUPLICATE.

PROTEST PROCEDURES FOR REQUESTS FOR PROPOSALS

1. Notification

- a. Contracts awarded under the provisions of a procedure utilizing a Request for Proposals (Public Contract Code Section 10344) shall be awarded only after a notice of the proposed award has been posted in the offices of the contracting agency for five working days.
- b. If, prior to the award, any bidder files a protest against the awarding of the contract, the contract shall not be awarded until either the protest has been withdrawn or the Department of General Services has decided the matter.
- c. Within five days after filing a protest, the protesting bidder shall file with the Department of General Services a full and complete written statement specifying the grounds for the protest.

2. Grounds for Protest

The agency failed to follow the procedures specified in the Request for Proposals or the Public Contract Code.

3. Procedures

Procedures for filing protests under this section are:

- a. Disposition of Protests – Following receipt of a protest file as prescribed, the Department of General Services shall determine whether the protest is to be resolved by written submission of materials or by public hearing (Title 2, California Code of Regulations, Section 1195, et seq.).
- b. Hearing Procedures
 - (1) A hearing shall be conducted by the Director of the Department of General Services or by a designated representative pursuant to the applicable statutes and regulations.
 - (2) The Department of General Services arranges for all hearings to be recorded by a hearing reporter. Any interested party may arrange with the reporter to have a transcript prepared at his or her own costs.
 - (3) All of the costs of the proceeding are charged to the state agency involved.

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110--

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 -

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610-

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants Policy and Oversight Staff, Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

NAME OF APPLICANT	PR/AWARD NUMBER AND / OR PROJECT NAME
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE